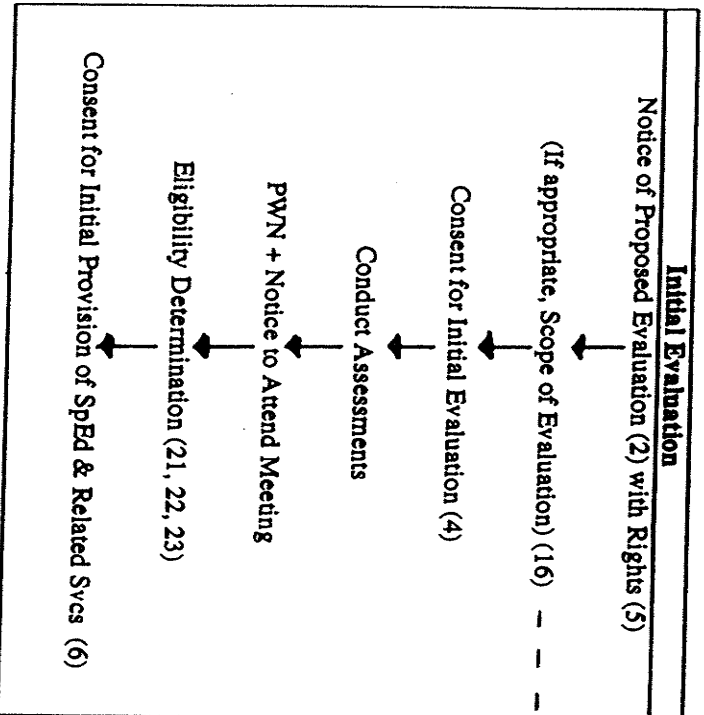


# PROCEDURAL REQUIREMENTS FOR INITIAL EVALUATIONS AND REEVALUATIONS

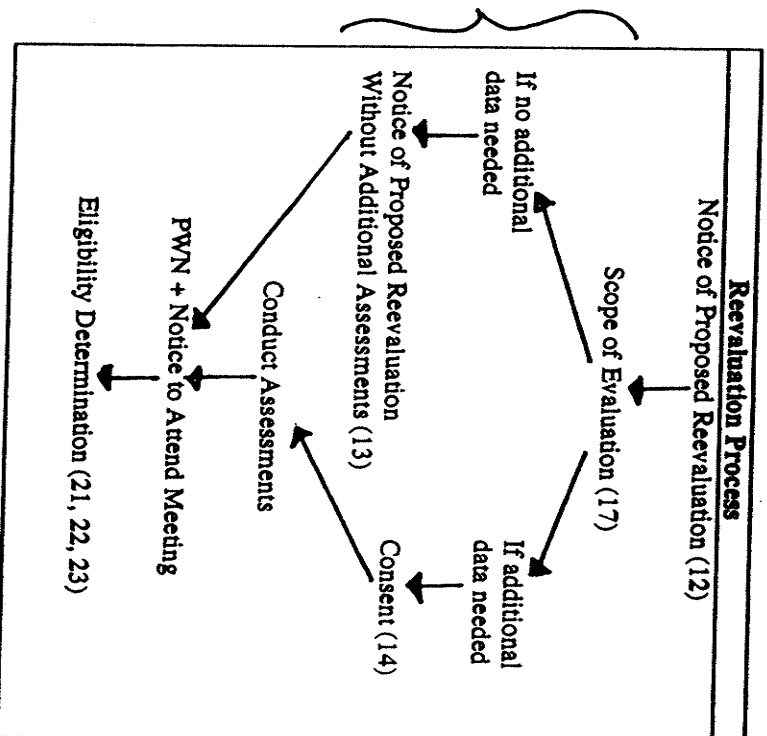
## Initial Evaluation Process

(Numbers in parentheses refer to Review Item on Record Review Guidelines and Form)



## Reevaluation Process

(Numbers in parentheses refer to Review Item on Record Review Guidelines and Form)



### Scope of Evaluation:

**Right Persons** (combined members of Eligibility Team and IEP Committee)

**Right Activities** (review of existing data; determination whether new data needed)

**Right Time** (BEFORE obtaining consent or providing notice that no additional assessments are needed)

## **REEVALUATION**

### **REEVALUATION Procedural Checklist:**

- ☒ Send written notice of proposal to conduct reevaluation ("Parental Prior Notice") (evaluation coordinator responsibility)
- ☒ Design scope of evaluation; prepare "Determination of Needed Evaluation or Reevaluation Data" (evaluation coordinator responsibility)
  - certain persons must be consulted
  - certain assessments must be included
- ☒ If additional data are needed, obtain "Parent Consent – Reevaluation Requiring Additional Data" (evaluation coordinator responsibility)
- or  
☒ If additional data are not needed, send "Parental Prior Notice" that no data are needed (evaluation coordinator responsibility)
- ☒ Conduct evaluation, including assessments and observations
- ☒ Prepare "Report of the Results of the Evaluation"
- ☒ Schedule meeting to discuss reevaluation with parent (special education case manager responsibility) ("Parent Notification of ET and/or IEP Meeting")
- ☒ If eligibility is reconfirmed, see "Eligibility" procedures checklist

#### ***When must reevaluations occur?***

Reevaluations must be conducted if the WPCSD determines that the educational or related services needs, including improved academic achievement and functional performance, of the student warrant a reevaluation; or if the child's parents or teacher requests a reevaluation. A reevaluation must occur at least once every three years unless the parent and the WPCSD agree that a reevaluation is unnecessary. A reevaluation need not occur more frequently than once a year, unless the parent and the district otherwise agree. If the parent and the district agree that a three-year reevaluation is unnecessary, the agreement must be in writing (see Appendix H). No staff member has the authority to enter into this agreement without permission from the Special Education Director.

Also, the WPCSD must conduct an evaluation before determining that a student is no longer a student with a disability, unless the student is no longer eligible for special education and related services because the student has turned 22 or has graduated with a standard high school diploma. If a student's eligibility terminates for either of these two reasons, the WPCSD must provide the student with a written summary of the student's academic achievement and functional performance, including recommendations on how to assist the student in meeting the student's postsecondary goals. See "Student Exit Summary" in Appendix N (under development).

#### ***How are three-year reevaluations coordinated?***

In September and March, the special education office will prepare reports showing due dates for reevaluations that must occur during the next 12 months, including the due dates for students with developmental delay who are turning six). Updated reports will be prepared to reflect new students and those who have moved. These reports will be provided to evaluation coordinators (school psychologist, speech/language therapists, early childhood coordinator). The evaluation coordinator will:

- provide written notice of proposal to reevaluate (12 weeks before reevaluation is due)
- coordinate the design of the "scope of the reevaluation" (10-12 weeks before reevaluation is due) using "Determination of Needed Evaluation or Reevaluation Data" to document process

- obtain consent if new data are needed OR provide notice if no data are needed (10 weeks before reevaluation is due); if parents do not respond to attempts to obtain consent for new assessments, use the Notes and Parent Contact Log to document three reasonable attempts to obtain consent; then, proceed with assessments

The evaluation coordinator will notify staff members with assessment responsibilities that consent has been obtained; staff members will conduct their assessments, prepare reports, and submit to evaluation coordinator 5 weeks before the reevaluation is due

The evaluation coordinator will use the final 5 weeks to ensure all assessments are complete.

The student's case manager will schedule the eligibility meeting, invite parents, send parental prior notice if there are any specific proposals or refusals.

Eligibility teams must meet and reach an eligibility decision within three years exactly of the previous eligibility determination.

***What is the purpose for a reevaluation?***

Usually, reevaluations are conducted to determine:

- 1) whether the student continues to have a particular category of disability;
- 2) the present levels of performance and educational needs of the student;
- 3) whether the student continues to need special education and related services; and
- 4) whether any additions or modifications to the special education and related services are needed to enable the student to meet the measurable goals set out in the IEP and to participate as appropriate in the general curriculum.

***What are the notice and consent requirements for reevaluations?***

Parental prior notice of the proposal to conduct a reevaluation must be provided to parents. The combined eligibility team and IEP committee must determine whether additional data must be obtained to conduct the reevaluation (use "Determination of Needed Evaluation or Reevaluation Data" Appendix L). If no additional data are needed, parents are notified using "Parental Prior Notice." If additional data are needed, consent for the reevaluation must be obtained (use "Parent Consent – Reevaluation Requiring Additional Data" Appendix F). NOTE: If the WPCSD can demonstrate and document that it has taken reasonable measures to obtain consent for a reevaluation but the student's parent has failed to respond, parental consent need not be obtained. However, if the parent refuses consent, the district may choose to use due process and/or mediation to pursue the reevaluation. Contact the Special Education Director for assistance if necessary.

***What is the process for conducting a reevaluation?***

Essentially, the same process and procedures are used to conduct a reevaluation as is used to conduct an initial evaluation. See procedures checklist above for specific procedures. One essential difference is that in a reevaluation, the "scope of the reevaluation" must be designed based on a review of existing data by the combined members of the student's eligibility team and IEP committee for the purpose of determining whether additional data are needed. In initial evaluations, this "scope" process is only needed when appropriate (i.e., when a student transfers from another state with existing information, or when a student transfers at age 3 from an infant/toddler program).